

Workshops

Job Service has new
workshops this fall

What you need to know about Interviewing TUESDAYS AT 2:00 PM

Develop and improve interviewing skills. Determine and understand the needs of the employer and your occupation. Know key preparation steps and hear sample questions and responses.

Overview of the unwritten rules of the workplace. Employer's input helped shape and develop the topics for this class. Discuss the important role of communication, how attitude affects opportunities and several more critical factors to success.

What you need to know about Resumes and Applications THURSDAYS AT 2:00 PM

Discover the power of resumes in this informational class. Learn the types of resumes and which one might work best for you. Gain knowledge of how to develop a cover letter for maximum impact.

Learn what employers are looking for and how to make your application work for you. Target skills the employer desires by writing an appropriate description of your work experience. Complete an application in class that can be used as a guide in job searching.

Register by
calling

652-3080

or stop at the
front desk

